COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

PARKS MUSEUM CURATORIAL ASSISTANT

Job Number: 20000557

Job Code: 15390V150816

Job Group: 1500 - PARKS AND RECREATION

Job Established: 07/01/1995

Job Revised: 02/24/2006

Grade: 11	Salary (MIN - MID):	Special Entrance Rate:
	$13.581-$17.990 - Hourly	NONE
	$2,206.92-$2,923.38 - 37.5 Hr. Monthly Salary	NONE
	$2,354.04-$3,118.28 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: http://www.lrc.ky.gov/kar/101/001/325.htm.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assists in the documentation, organization and management of the artifact collections and library materials at the Kentucky Horse Park Museum or the Audubon Memorial Museum; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in museum science, library science, history, archeology, anthropology or a related field.

EXPERIENCE:

Must have six months of experience in library science or in the identification, cataloging or research of artifacts.

Substitute EDUCATION for EXPERIENCE:

Graduate study in library science, museum science or a related field will substitute for the required experience on a month-for-month basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under direct supervision, performs hands-on maintenance of artifacts and library materials. Maintains records on items in the museum collection to include inventory, physical location, ownership, value, insurance, provenience, use and condition. Assists in the cleaning and preparation of items in the collection prior to exhibition or storage. Assists in the preparation of exhibits. Assists in determination of value of additions to collection and notifies Kentucky Department of Insurance of same. Catalogs and maintains museum library materials. Assists in the maintenance of exterior bronze statuary.

UNIQUE PHYSICAL REQUIREMENTS:

Occasional lifting of 50 pounds or less.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title works indoors in climate controlled museum/library. Occasionally works outdoors on ladder or scaffold. Possible exposure to molds and mildew.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.